



# Job Opportunity

## State Controller's Office

**Position:** Office Technician (Typing)

Statewide

**Location:** Personnel/Payroll Services Division  
300 Capitol Mall, Suite 908, Sacramento, CA 95814

**Issue Date:** September 9, 2004

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Ann Mitchell, (916) 322-7978

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/surplus candidates will have priority.

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-220-1139-005

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

Under the general direction of the Operations Manager (a Staff Services Manager II), Personnel/Payroll Operations Section, the incumbent provides a variety of administrative support functions for the manager and staff. The incumbent must demonstrate the ability to prepare correspondence utilizing a wide knowledge of vocabulary, grammar and spelling; make accurate math computations; follow directions and communicate effectively; evaluate situations accurately and take effective action; provide professional customer service; and effectively apply office policies and procedures.

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Screen manager's incoming correspondence and telephone inquiries; route appropriately or respond to those inquiries not requiring manager's attention.
- Using various software applications, develop and maintain correspondence, reports and spreadsheets.
- Maintain office reference manuals and reports, and a centralized Personnel/Payroll Operations Section filing system; retrieve materials as needed.
- Maintain the Operations Manager's calendar, schedule meetings/conferences, make travel arrangements and prepare meeting/conference agendas, notices and handout materials.
- Review outgoing correspondence for consistency with SCO administrative policy, format and grammatical construction.

**Desirable Qualifications:**

- Knowledge and skill in using Microsoft Word, Excel and Outlook;
- Ability to operate a multi-line telephone system;
- Excellent communication skills;
- Ability to organize and prioritize workload; dependable, flexible and self-motivated.

*Applications will be screened and only the most qualified will be interviewed*



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Human Resources

P.O. Box 942850

Sacramento, CA 94250-5877

Attn: Denise Cruz